

California “Ready—Or Not” Pocket Response Resource

SIDE A (Communications). Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs.



[Organization Name]	RESPONSE TEAM	BUILDING CONTACTS	FIRST RESPONDERS	EMERGENCY RECOVERY SERVICES
<p>Pocket Response Resource</p> <p>Date revised:</p>	<p>Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>Facilities / Building Manager [street address of building] [name of building or facility] [office phone] / [home phone] / [cell]</p>	<p>Emergency 9-1-1</p> <p>Ambulance / Emergency Medical [phone]</p>	<p>Building Recovery – Local company [name] [phone]</p>
<p>LOCATION OF COMPLETE EMERGENCY PLAN [link to your online dPlan ArtsReady account and/or parent organization’s plan]</p>	<p>Members [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>[name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p><i>Add additional buildings and separate facilities (including rentals) as needed. Include street address to reference when calling emergency services.</i></p>	<p>City Emergency Management [phone]</p> <p>County Emergency Management [phone]</p>	<p>Building Recovery – National company [name] [phone]</p>
<p>INSTITUTIONAL CONTACTS</p> <p>Main Emergency Management Office (if you have a parent organization) [office phone] / [email] /</p>	<p>[name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>Electric [phone]</p> <p>Elevators [phone]</p>	<p>Fire Department [phone]</p> <p>Health Department [phone]</p>	<p>Collections Conservator [name] [phone]</p>
<p>Executive Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>FREE SPACE</p> <p><i>Use this space for additional instructions for immediate emergency response. This might include a staff phone tree; contact information for student and volunteer employees, frequent contractors, renters, etc.; or overflow from other columns.</i></p>	<p>Fire Suppression [phone]</p> <p>Gas [phone]</p>	<p>Police Department / Law Enforcement [phone]</p> <p>Red Cross [phone]</p>	<p>Data Recovery Service [name] [phone]</p> <p>Pest Control Service [name] [phone]</p>
<p>Director of [department] [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>		<p>Janitorial Services [name] [company name] [office phone] / [home phone] / [cell]</p>	<p>CA Office of Emergency Services [phone for county/regional office]</p>	<p>FEMA Disaster Assistance 800-621-FEMA</p>
<p>Communications and Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>		<p>Plumber [phone]</p> <p>Security [name] [company name] [office phone] / [home phone] / [cell]</p>	<p>MUTUAL AID PARTNERS</p> <p>Alternate facility(ies) for operations [name] [organization] [office phone] / [home phone] / [cell]</p>	<p>Freezer Storage [name] [phone]</p>
<p>Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p><i>Add contact information for additional departments such as collections, environmental/health services, IT, tenants or long-term renters, etc.</i></p>		<p>Telephone [phone]</p> <p>Water – Fire Sprinklers [phone]</p> <p>Water – Potable [phone]</p>	<p>Regional Mutual Aid Organization [name] [organization] [office phone] / [hotline] / [cell]</p> <p>OTHER CONTACTS</p> <p>CA Cultural Resources Division (1-800-777-0369)</p> <p>National Heritage Responders 1-202-661-8068</p> <p>NEDCC Collections Emergency Hotline 1-855-245-8303</p>	<p>Insurance Agent [name] [company name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Structural Architect / Building Engineer [name] [phone]</p>
		<p>Windows/Glass [phone]</p>	<p>Professional associations</p>	<p>Supplies / Hardware Store – Local [name] [address] [phone]</p> <p>Temporary Storage [name] [phone]</p> <p><i>Add additional contact information for other needs related to your primary services.</i></p>



Print on 8 ½" x 11" paper, trim on outside lines, fold vertically like an accordion, then fold in half (bringing short sides together) so that final folded document fits in your wallet.

This publication is supported in whole or in part by funding provided by the State of California, administered by the California State Library.



